

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Faculty Assignment of Responsibilities
FPU Policy Number: FPU-6.01222AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: January 24, 2016
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Ghazi Darkazalli, Provost and Vice President of Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY

This policy is applicable to all full-time University faculty.

B. POLICY STATEMENT

The assignment of responsibilities to faculty members is one of the mechanisms by which the University establishes its priorities, carries out its mission, and creates opportunities to increase the quality and integrity of its academic programs. The University approaches faculty assignments in the spirit of equity and fairness. Teaching, research and service are integral parts of a faculty member's assignment. Ideally, interaction between teaching, research and service will occur and each will enhance and complement the other.

The University recognizes that there are legitimate differences in faculty development needs within the academic community, in interests and areas of expertise among faculty members, in conventions among academic disciplines and in academic program needs. A prescriptive, rigid and uniform formula that inflexibly dictates annual workloads for individual faculty is not conducive to responding to these differences. This policy is intended to provide assignment flexibility, allowing for shifts in the emphasis placed on teaching, research and service throughout a faculty member's career.

C. STATEMENT OF MUTUAL EXPECTATIONS (SME)

The Statement of Mutual Expectations (SME) is a written description of the mix of the individual faculty member's realms of responsibility and the mutually-agreed-upon expectations from both the faculty member and the Provost during the faculty member's appointment. Every faculty member must have a SME (form provided by the Office of Academic Affairs), which is to be prepared in consultation with the Provost/designee. The SME is to be prepared by the faculty member during the initial year (within 12 months) of his or her appointment and negotiated with the appropriate Academic Program Coordinator. Beginning with the development of the course schedule and prior to establishing the assignment, the Provost/designee shall allow the faculty member the opportunity to consult about the course schedule, the faculty member's teaching preferences, and the faculty member's plans for scholarship and service, and other performance related activities. The SME is to be memorialized as a dated document signed by the faculty member and the Provost/designee and shall be placed in the faculty member's personnel file. The SME is to be reviewed and updated as necessary, especially when significant changes occur in expectations associated with the faculty member's appointment or in the professional life of the faculty member. All substantive changes in the realms of responsibility are to be documented in the SME, including when the changes occurred

and why such changes were deemed necessary. Every faculty member must submit the SME annually with his/her Dossier and is expected to maintain this document throughout his/her course of service to the University.

D. ANNUAL FACULTY ASSIGNMENTS

1. Communication of Assignment. Faculty members shall be apprised in writing, at the beginning of their employment and at the beginning of each academic year in which the faculty member is appointed thereafter, the duties assigned in teaching, research/scholarship and other creative activities, professional service, public service, and other duties assigned for that year. Specific course assignments shall be communicated to faculty members no later than three (3) weeks prior to the starting date of each academic semester, if practicable.
2. 12 Hour Law. Florida Statutes, Section 1012.945 sets forth a minimum teaching load when a faculty member is supported by state funding. "Each full-time equivalent teaching faculty at a university who is paid wholly from state funds shall teach a minimum of 12 classroom contact hours per week at such university." Departures from this assignment must be offset by contributions in other areas (i.e., research or service) that are essential for the advancement of the University. The 12 contact hours constitute the minimum assignment for full-time faculty employment; assignments of between 13-15 contact hours should only rarely be considered as overload.
3. Work Schedule.
 - a. The professional obligation of faculty is comprised of both scheduled and non-scheduled activities. It is part of the professional responsibility of faculty members to carry out their duties in an appropriate manner and place, as agreed upon in consultation with the Provost/designee.
 - b. Scheduled hours for all faculty shall not normally exceed forty (40) hours per week. Time shall be allowed within the normal working day for research, teaching, or other activities required of the employee, when a part of the assigned duties.
 - c. Teaching schedules should be established, if practicable, so that the time between the beginning of the first assignment and the end of the last for any one day does not exceed eight (8) hours, unless the faculty member agrees in writing. Teaching schedules should be established, if practicable, so that the number of hours between the end of the last assignment on a given day and the beginning of an assignment on the next day is not less than twelve (12) hours, unless the faculty member agrees in writing.
 - d. Supervisors are encouraged to make appropriate reductions or adjustments in the number of hours scheduled in recognition of evening, night, and weekend assignments, and in the event an employee is responsible for being on call. Evening, night, and weekend responsibilities shall be considered in making other assignments.

- e. The period of an instructional assignment during an academic year shall not exceed an average of seventy-five (75) days per semester, and the period for testing, advisement, and other scheduled assignments shall not exceed an average of ten (10) days per semester.
4. Changes in Assignment. Should it become necessary to make changes in a faculty member's assignment, the Provost/designee shall notify the faculty member in writing prior to making such change. If an assignment is changed without three (3) weeks' notice, the Provost/designee will provide the faculty member with a written explanation of the rationale for the assignment changes no later than seven (7) days after the change has been made.
 5. Equitable Opportunity.
 - a. Faculty members shall be given assignments which provide equitable opportunities, in relation to other faculty members in the same department/unit, to meet the required criteria for promotion, renewal of faculty appointment contracts, and merit salary increases. For the purpose of applying this principle to promotion, assignments shall be considered over the entire period since the original appointment or since the last promotion, not solely over the period of a single annual assignment, provided the appointment period exceeds a single annual assignment period. For the purpose of applying this principle to renewal of faculty employment contracts, assignments shall be considered over the entire contract term and not solely over the period of a single appointment term, provided the contract term exceeds a single appointment period. Each faculty member's annual assignment shall be included in his/her promotion and evaluation file.
 - b. No faculty assignment shall be imposed arbitrarily or unreasonably. Assignments are driven primarily by the program and curricular needs of students. The University has the right, in making assignments, to determine the types of duties and responsibilities which comprise the professional obligation and to determine the mix or relative promotion of effort an employee may be required to expend on the various components of the obligation. Furthermore, the University properly has the obligation to constantly monitor and review the size and number of classes and other activities, to consolidate small offerings, and to reduce inappropriately large classes. Assignments may be deemed arbitrary or unreasonable if one or more of the following applies:
 - i. The assignment was made without allowing the faculty member an opportunity to consult about the assignment.
 - ii. An assigned course is outside the faculty member's area of expertise as determined by the University's standards for faculty credentialing, and the faculty member has not agreed to teach the course.
 - iii. There is a pattern of assignment that illustrates that the faculty member is not provided an equitable opportunity to meet the required evaluation criteria.

E. CONSIDERATIONS IN ASSIGNMENT

1. **Teaching.** Effort assigned to courses should reflect whether the course is a new preparation, a course that has been taught previously or a course that will be taught using "advanced" instruction methods (e.g., active teaching, modular approaches, flipped classrooms, blended models). The Provost/designee, in consultation with the faculty member, should determine the appropriate effort assigned to courses. Generally, effort for 3 credit hour courses will be up to 25%. Effort for courses can be higher depending on several factors, including, but not limited to, development of new courses, level of the course and/or class enrollment. Effort on independent study courses and other non-classroom teaching assignments should be determined in consultation with the Provost/designee. Course assignments for faculty will vary according to a faculty member's rank, department, college and university needs, and funded research projects. All faculty members are expected to hold office hours at least three days per week to meet with students.
2. **Research.** Effort for sponsored or non-sponsored research will be taken into account when establishing faculty workload.
 - a. **External Sponsored Research.** Faculty with sponsored research will be able to include pre-approved effort in their annual assignment. Course buy-out for sponsored research will usually be charged at 12.5% of base salary per 3-credit course per semester. Because a funding agency is purchasing a faculty member's time from the University, faculty time should be included in a contract budget at the full rate of the faculty member's salary. The Provost/designee may agree to other rates for buy-outs provided there is sufficient justification.
 - b. **Non-Sponsored Research Activities.** Engaging in non-sponsored research is also an important activity for the advancement of the faculty and the University. Faculty who engage in non-sponsored research should provide adequate justification for a reduction in teaching load. The justification should include a rationale for non-sponsored research leading to sponsored research or contributions to the advancement of a discipline.
3. **Service and Engagement.** Faculty must engage in service activities ensuring the continued maintenance, good functioning, and growth of the University. Faculty should engage in activities that are appropriate for their level and role, their professional discipline, and career development. All faculty members are expected to participate in routine business within and on behalf of the department, college and university. Faculty service should also entail community and industry engagement to reflect the broad mission of the University to promote and facilitate local, regional and global partnerships. Appropriate effort for the time involved in all committee and other service activities will be determined in consultation with the Provost/designee.

F. SUMMER ASSIGNMENTS

Summer teaching assignments, like those for the academic year, include the normal activities related to such an assignment as defined by the department/unit and the nature of the course, such as course preparation, minor curriculum development, lectures, evaluation of student efforts, consultations and conferences with students, and minor committee activities. When a summer instructional appointment immediately follows an academic year appointment, the faculty member may be assigned reasonable

and necessary non-instructional duties related to the summer instructional appointment prior to the conclusion of the academic year appointment.

G. FACULTY ASSIGNMENT OF RESPONSIBILITIES AND EFFORT (FARE) REPORT

The Florida Polytechnic University Faculty Assignment of Responsibilities and Effort (FARE) Report was developed in order to comply with the Standard Practice for the Instructional and Research Data File and 12 Hour Law. The FARE Report is the University's official record of a faculty member's activities for each term (form provided by the Office of Academic Affairs). As the official record, the University uses these reports in a number of different ways. The University submits this data to the State as documentation of faculty productivity in the areas of teaching, research and service. Additionally, the FARE Report also serves as record of faculty effort devoted to externally funded contracts and grants. Each FARE Report must be signed by the faculty member and the Provost/designee and shall be maintained in the Office of Academic Affairs in the faculty members' official personnel files. FARE Reports shall be completed and submitted to Academic Affairs no later than two weeks after the start of each semester. In addition, each FARE Report shall be updated and certified by the faculty member at the end of each academic term to include the individual faculty member's actual activities for the term.

H. POLICY IMPLEMENTATION

The Provost/designee has the discretion to adjust faculty assignments and may deviate from this policy when deemed necessary to accommodate unique situations or to address enrollment demands, financial realities or the overall best interest of the University.

POLICY APPROVAL	
Policy No.: FPU-6.01222AP	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
_____	_____
Approved by FPU BOT, if required	Date
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	